

# Welcome to Alva Elementary Schools!

Washington Early Childhood Center-

Preschool, Kindergarten, and First Grades, 327-3518

Longfellow- Second and Third Grades, 327-3327

Lincoln- Fourth and Fifth Grades, 327-3008

Monthly calendars with menus printed on the back will be sent with students at the BEGINNING of each month. Lunch charge notices will be sent home after charge is made with a **maximum of 10 lunches charged**. Charge notices may be attached to planners. No morning or afternoon milk break milk may be charged. No lunches will be charged during the last 10 days of school. Lunches and milks may be purchased daily, weekly, or monthly, except for May. (Because of the Alva Child Nutrition Refund Policy, May lunches and milks may be purchased daily or weekly only). Adults are welcome to eat school lunch with students. Requests should be made by 9:00 a.m. the day before, because of Alva's Central Kitchen. You are welcome to bring a lunch and join us on any day. Check the lunch schedule at each school.

Call the school office before 9:00 a.m. if students will not be attending school. It's difficult for teachers to have homework assignments ready before 3:00. Thank you for your patience.

ENROLLMENT INFORMATION MUST REMAIN CURRENT; ANY CHANGE MUST BE REPORTED TO THE SCHOOL OFFICE

Visitors must check in at the office. Do not go directly to a classroom. An authorized person at the school office must check out students leaving during school hours.

Students requiring prescription/nonprescription medication must have a parent/guardian signed Medicine Release Form BEFORE medication can be administered by school personnel. These medications **MUST BE SENT IN THE ORIGINAL CONTAINER WITH THE INSTRUCTIONS**. *The release forms are available at the school offices.*

*Toys, skateboards, skates, scooters, electronic games, balls, etc., are NOT to be brought to school unless requested by the teacher. The Alva PTO and the schools provide equipment for recess and Physical Education.*

DISTRICT ADMINISTRATION AND STAFF

SCHOOL BOARD

ADMINISTRATION

Mr. Brian S. Gaddy ..... President	Ms. Vickie Johnson....Superintendent
Mr. Steven E. Ellis .....Vice-President	Mr. Terry Conder..... Alva M.S.
Mr. Larry Parker .....Clerk	Mr. Steve Parkhurst.....Alva H.S.
Dr. Mark E. Rathgeber ...Deputy Clerk	
Mr. Kenneth L. Byrd.....Member	

**Alva Elementary Schools  
Teachers 2011-2012**

Julie Wren	Speech Path.	Tiffany Smith	First
Sherrie Benson	Third	Jennifer Tyree	Pre-K
Jan Davis	Special Ed	Teresa Rader	First
Gena Denton	Fourth	Loraine Jenkins	Fifth
Rhonda Fields	Second	Allyson Tucker	Counselor
Georgianna Gagnon	First	Sally Schmidt	Title I Read
Christa Fraire	Kindergarten	Tracy Shiever	Kindergarten
Isla Hada	Title I Read	Marsha Smith	Fifth
Eric Smith	Physical Ed	Lianne Levetzow	Title I Read
Paul Hamilton	Fifth	Alycia Harding	Special Ed
Gail Swallow	Third	Shannon Vore	Pre-K
AmeliaBushman	Second	Jaci Heaton	Physical Ed
Debby Justice	First	Cara Bradt	Music
Camille Dark	Fourth	Jenny Webster	Third
Kelli Killman	Special Ed	Jennifer Filson	Second
April Argo	Kindergarten	Brandi Peace	Pre-K
Rebecca Miranda	First	<u>Library Media Assistants</u>	
Amanda Zollinger	Third	Sarah Green - Longfellow	
Melissa Maharry	Second	Cheryl Adrian - Lincoln	
Dawn Madrid	Fourth	Terri Parsons - Washington	

**Elementary Principals**

Tracie Leeper..... Washington  
Steve Shiever..... Longfellow  
Greg Lyon..... Lincoln

**Secretaries**

Machelle Hooper..... Washington  
Jessica Laverty..... Longfellow  
Teresa Rockers..... Lincoln

**Custodians**

Ted Shafer, Jeff Easter..... Washington  
Ruth Keigley..... Longfellow  
Rita Miller, Richard Anderson..... Lincoln

**Service Directors**

Food Service ..... Verleta Eckels  
Phone 327-6024  
Transportation ..... Roger Miller  
Phone 327-6044  
Special Education ..... Director’s Office  
Phone 327-8083

**Elementary Mission Statement**

**Alva Goldbugs Strive for Excellence.**

### **Early Arrivals**

Students should not be on the school grounds before 8:00 a.m. unless buses arrive early. There will be no outside play before school. The students are to go directly into the building. Students who must arrive early need a valid reason cleared through the office of the principal. The breakfast program for all Alva Independent School elementary students will be at the Washington Elementary School cafeteria beginning at 7:45 a.m. No early arrivals, please.

### **Leaving School**

Students are not permitted to leave the school grounds without checking out at the office. Please notify the school office if there will be any change in the students' after-school routine.

### **Time Schedule**

All elementary classes begin at 8:30 a.m. Students will be counted *Tardy* after 8:30 a.m. Morning pre-school classes end at 11:00 a.m. The afternoon pre-school classes begin at 12:30 p.m. All elementary schools end the day by 3:10 p.m.

### **Pets**

No pets are to be brought to school without the permission of the student's teacher and the principal.

### **Birthday Invitations**

Please do not send birthday invitations to be distributed at any of the elementary schools unless they **go out to the entire class.**

### **Alva Board of Education adopted Wellness Plan**

Special treats will be allowed with permission of the teacher; however, daily snacks are not allowed. Please do not send RED drinks. Due to severe allergies peanut products are strictly prohibited and Latex Balloons will be held at the office until the end of the day and may not be transported on a school bus.

### **Miscellaneous**

Because of safety issues, flip flop shoes will not be allowed to be worn any time at any of the elementary schools. These restrict the child's ability to participate in P.E. and are particularly dangerous on stairs.

Label students' names on outer clothing, lunch boxes, notebooks, backpacks, etc. Each year numerous items are left in each school's lost and found.

Information notes are sent home often. If you have questions or concerns, please call or come by the school office.

**Alva Parent/ Teacher Organization**

The purpose of the Alva PTO is to promote the welfare of students in the Alva Elementary School system. Membership in this organization is open to all parents, teachers, and interested community members. All PTO funds are used in the Alva Elementary Schools. Alva PTO meetings will be announced by note home to parents. Four dates are set each year for PTO parties. These include: Halloween, Christmas, Valentine’s Day, and Easter. Students may also have birthday treats. The parent should notify the teacher at least one day in advance. Please do NOT send red drinks.

**2011-2012 PTO Officers**

Trisha Coday .....President  
Jessica Laverty.....Vice-President  
Amber Maier.....Secretary  
Anisea Rhodes.....Treasurer

**2011-2012 Building Representatives  
(to be decided after school starts)**

\_\_\_\_\_.....Pre-K  
\_\_\_\_\_.....Kindergarten  
\_\_\_\_\_.....1<sup>st</sup> Grade  
\_\_\_\_\_.....2<sup>nd</sup> Grade  
\_\_\_\_\_.....3<sup>rd</sup> Grade  
\_\_\_\_\_.....4<sup>th</sup> Grade  
\_\_\_\_\_.....5<sup>th</sup> Grade

## **PARENT RESPONSIBILITY**

The ultimate responsibility for student behavior rests with the parents. The following are among their specific responsibilities:

- (1) Support the school in requiring students to observe all school rules and regulations. Send students to school after giving proper attention to health, personal cleanliness, and appropriate dress.
- (2) Maintain an active interest in the student's work. Check backpacks and planners nightly.
- (3) Comply with the school's requests. This includes reading carefully all communications and signing and returning them as requested.
- (4) Cooperate with the school in attending conferences.

## **ATTENDANCE**

State laws of Oklahoma require compulsory school attendance for anyone who has not reached the age of eighteen, graduated from high school, or furnishes satisfactory written evidence as to why the student should not attend school.

The curriculum offered in school is based on the assumption that the student will be present every day. No single factor will do more to aid a student's progress in school than regular attendance. If a student is absent, parents must call the office between 8:00 A.M. and 9:00 A.M. each day the student is absent. A school representative will attempt to contact parents who do not call. Students leaving during the day must be checked-out through the office by parents or guardian. Someone from the office will call the student from class. Upon returning to school, parents must check their student into school at the attendance office.

**CALL YOUR SCHOOL ON THE DAY STUDENT IS ABSENT!**

**LINCOLN 327-3008  
LONGFELLOW 327-3327  
WASHINGTON 327-3518  
MIDDLE SCHOOL 327-0608  
HIGH SCHOOL 327-3682**

### **DON'T COUNT ABSENT (DCA)**

An official absence requested and sanctioned by the school, such as a school sponsored activity, may be allowed if the student has not used the maximum allowed days. The maximum number of absences for activities sponsored by the school or outside agencies, which removes the student from the classroom shall be ten (10) for any one class period each school year.

### **TRUANCY**

A student who is absent without a valid excuse for four or more days or parts of days within a four-week period or is absent without valid excuse for ten or more days or parts of days within a semester will be reported to the student's parent/guardian and the Woods County District Attorney. The parent/legal guardians of the student may also incur legal liability regarding their failure to compel the student to attend school. (70 O.S. 10-106) At the close of each attendance period of the school term, the board of education of each school district shall notify in writing the Department of Human Services of the name of any child who has not been present for instruction at least eighty percent (80%) of the time without valid excuse as defined in Section 10-105 of Oklahoma School Law.

### **CHANGE OF ADDRESS**

All serious accidents or illnesses are reported to parents. Please keep an updated phone number, address and person to contact for emergencies on file in the school office.

### **MAKE-UP WORK**

The teacher may allow work to be turned in after a due date for legitimate reasons as determined by the teacher and the principal. The late work may receive less credit. Students have one day for make-up for every day missed.

### **CHILD NUTRITION PROGRAM**

#### **BREAKFAST PROGRAM**

The breakfast program is operated at Washington Early Childhood Center beginning at 7:45 each morning. NO EARLY ARRIVALS WILL BE ALLOWED TO ENTER THE BUILDING. The breakfast program is for all Alva Independent School students.

## **LUNCH/MILK PROGRAM**

Due to excess charging of lunches and extra milk (morning break), the policy concerning the Alva School Lunch Program is as follows:

- (1) Students from Kindergarten through 5<sup>th</sup> grade will be allowed to charge for ten (10) days. Students from the Middle and High School will be allowed to charge for five (5) days. Staff will be allowed to charge for 5 days. No ala cart food can be charged.  
No charges will be allowed during the last ten (10) days of school.
- (2) No extra milk (morning break) will be charged. All extra milk MUST be paid in advance.
- (3) Sack or cold lunches may be brought from home. Be sure to identify your student's box or sack. Milk or juice in a thermos or unbreakable container may be brought from home. Due to severe allergies, please don't send nut products
- (4) Applications for FREE or REDUCED lunches are available at the school offices.

## **FOOD AND DRINKS IN SCHOOL VEHICLES**

Any food or drinks in the school vehicles will be at the discretion of the activity sponsor or bus driver. The bus transportation director is responsible for providing clean vehicles. All school personnel using school transportation will be responsible for returning the vehicle(s) clean.

## **DISCIPLINE POLICY**

### **CONDUCT AT SCHOOL SPONSORED EVENTS**

Students shall follow the same rules at school-sponsored activities as they follow at school. Inappropriate behavior will be dealt with, and students may not be allowed to attend other outside school functions as determined by the administrator. School functions are an extension of learning.

## **FORMS OF DISCIPLINE**

### **IN-SCHOOL DETENTION (ISD)**

ISD is an alternative form of discipline for breach of more serious issues. The student is removed from the regular educational environment, yet continues to attend school and receive instruction. ISD is during the regular school day in the ISD room. A student must serve ISD on consecutive school days. A student in ISD may lose his eligibility to participate in extra-curricular activities at the discretion of the building principal. The administration will notify the parent/guardian by telephone or written letter when a student has been placed in ISD. The classroom teachers will prepare assignments for each student and will grade these assignments upon his/her return. Each student will receive credit for work completed during this time.

## **CORPORAL PUNISHMENT**

Corporal punishment may only be given to a student who has a “Parental Consent to Administer Corporal Punishment” form signed by the student’s parent/guardian on file in the principal’s office. “Swats”, defined as using a wooden paddle to administer with reasonable force to the buttocks of students, will be given and witnessed by certified personnel in a school office, room or other place out of the presence of other persons.

## **OUT OF SCHOOL SUSPENSION (OSS)**

Suspension is the temporary denial by the school administration of the right to attend class, school, or school sponsored or authorized functions. The principal has authority to suspend a student for a period of up to, and including, ten (10) days. The student has the right to appeal the suspension decision to a suspension appeal committee designated by the building principal. A student will be suspended from school for serious offenses and/or for multiple infractions of lesser offenses. No student suspended from school shall participate in nor attend extra-curricular activities on school property or their sites where school activities occur during the period of suspension. A student shall serve the assigned suspension period on consecutive school days. Be advised that the presence of a suspended pupil on any public school campus is prohibited. Parents will be notified of out of school suspension.

A student shall receive an educational plan of the core curriculum for days suspended beyond five (5) days. The parents shall bear the responsibility for monitoring the student’s progress until the student is readmitted into school. Credit will be granted for academic work completed beyond the five (5) days at the discretion of the administrator.

For OSS over ten (10) days, the student has the right to appeal the suspension decision to the board of education. The decision of the board of education is final.

## **STUDENTS SUSPENDED BY ANOTHER SCHOOL Section A.**

Alva Independent School District will prohibit any student who is under suspension from another school (public or private) from enrolling in the Alva School District. (hereafter the “Prohibition Term”). This prohibition includes students who establish or attempt to establish a bona fide residency within the Alva Independent School District either before or during their suspension from another school.

Any student subject to a Prohibition Term pursuant to this policy may appeal that decision to the Superintendent or his/her designee by requesting such an appeal within five (5) working days (excluding weekends) of the student’s notice of the decision. Any student dissatisfied with the decision of the Superintendent or his/her designee may appeal that decision to the Board of Education by requesting such an appeal within five (5) working days (excluding weekends) of the student’s notice of the decision. Student appeal requests to the Superintendent and to the Board must be made in writing to the

Superintendent. Failure to appeal in a timely manner waives all rights to further challenge such decision. On appeal, both the Superintendent or his/her designee and the Board of Education will consider the following issues:

1. Whether the student is under suspension from another school and (2) the reason for the suspension

If the student was suspended from another school for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or the students, then the Prohibition Term will be upheld. The student will be eligible to enroll following the expiration of the Prohibition Term except as otherwise provided in Section C. of this Policy.

If the student was suspended from another school for other than a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students, then the Superintendent or his/her designee will also consider (3) whether the length of the suspension and any conditions imposed pursuant to the suspension are consistent with the Alva School District's suspension policy for the same or similar offenses. If the answer to three (3) is in the affirmative, the Prohibition Term will be upheld. The student will be eligible to enroll following the expiration of the Prohibition Term. If the suspension imposed upon the student is found to be inconsistent with the Alva Independent School District's student suspension policy or practices for similar offenses, then the Superintendent or his/her designee may consider modifications to the Prohibition Term and/or the conditions associated with that Prohibition Term to make the Prohibition Term consistent with the Alva Independent School District's suspension policy or practices. Any student dissatisfied with the decision of the Superintendent or his/her designee may appeal that decision to the Board of Education by requesting in writing such an appeal within five (5) working days (excluding weekends) of the student's notice of the decision. The student will be eligible to enroll following the expiration of the Prohibition Term, as modified.

#### **Student Seeking a Transfer Section B.**

The Alva Independent School District will not approve a transfer of any student who is under suspension from another public or private school district at the time of the student's proposed transfer.

#### **Students Removed from School by Administrative or Judicial Process Section C.**

The Alva Independent School District will not provide education services in the regular school setting to any student who has been adjudicated as a delinquent for a violent offense or convicted as an adult or a violent offense or who has been removed from a school (public or private) by administrative or judicial process for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students until the Alva Independent School District determines that the student no longer poses a threat to himself, other students or faculty.

Any student excluded from the regular school setting pursuant to this policy may appeal that decision to the Superintendent or his/her designee by requesting an appeal within five (5) working days (excluding weekends) of the student's notice or the decision. Any student dissatisfied with the decision of the Superintendent or his/her designee may appeal that decision to the Board of Education by requesting such an appeal within five (5) days of the student's notice of the decision. Such appeal requests to the Superintendent and to the Board must be made in writing to the Superintendent. Failure to appeal in a timely manner waives all rights to further challenge such decision.

Upon appeal, both the Superintendent or his/her designee and the Board of Education will consider the following issues: (1) whether the student has been removed from school by administrative or judicial process; (2) whether the reason for removal was a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students; and, (3) whether the student poses a threat to himself/herself, other students or faculty.

**SUPERINTENDENT'S OFFICE**  
**327-4823**

**SPECIAL EDUCATION**

Note: In changing the placement of students identified as "disabled" under the Individuals with Disabilities Education Act or the Rehabilitation Act of 1973, the Alva Independent School district will follow state and federal laws and regulations.

**DISCIPLINE INFRACTIONS**

**ALCOHOL/CHEMICAL ABUSE**

Attending class alert and ready to learn is a prime responsibility of students at Alva Independent Schools. The inability to function in class may occur because of illness, injury, or drug use, prescribed or illegal. A student may be referred to the principal's office after demonstrating one or more of the following behaviors: sleeping in class, drowsiness or listlessness, slurred speech, poor general health (red eyes, flushed skin, etc.), odor of smoke, abnormal or erratic behavior, inability to concentrate, wearing jewelry or clothing which promotes drugs, alcohol or tobacco use, fighting, possession of illegal drugs, alcohol, or tobacco.

A trained employee of Alva Independent Schools may check the neurological function of the student by means of simple examination of the pupillary reflexes and muscle functions of the eye. This procedure is frequently used in Alva Independent School athletic programs to determine if the brain functions have been impaired by injury, illness, or disease. If neurological dysfunction is suspected, regardless of the cause, the parent/guardian will be contacted immediately. In most cases, civil authorities will also be contacted. The above behaviors, as well as the neurological examination, may be sufficient probable cause to search the student (clothes, locker, vehicle, book bag, etc.) for illegal drugs, drug paraphernalia, weapons, or other contraband.

### **ASSAULT AND BATTERY (DEFINITION)**

Assault –INTENTIONAL creation of a reasonable apprehension in the mind of the victim of imminent bodily harm. Includes verbal threats.

Battery-OFFENSIVE, UNCONSENTED TOUCHING OF ANOTHER’S PERSON, WHICH INCLUDES FIGHTING AND THROWING OBJECTS.

Appropriate initial action as determined by site administrator shall be taken and/or suspension.

### **ASSAULT ON SCHOOL EMPLOYEE**

A school employee shall mean any duly appointed person employed by or the employee(s) of a firm contracting with the Alva Independent School system for any purpose including such personnel not directly related to the teaching process and board members during board meetings. Every person who without justifiable or excusable cause, knowingly commits any assault, aggravated assault, battery, or aggravated battery upon the person of a school employee is punishable by imprisonment and/or fine pursuant to 70 O.S. Section 9-113.

### **CHEATING/PLAGIARISM**

The student and any student(s) who assisted the student to cheat will be given a grade of zero for all work resulting from the cheating/plagiarism.

### **COURTESY**

Courtesy to teachers, school employees, other students and visitors is a tradition of Alva Independent Schools. Each student should strive to be considerate of others despite racial, religious or economic background. Students should respect and obey teachers. Students should treat all other adult employees of the school with courtesy and follow any request or directive given by them. These include custodians, cafeteria workers, and office personnel. Rudeness will result in disciplinary action.

### **DISRESPECT**

Obscene language or defiance of school personnel is not permitted nor shall any student use insulting or abusive language to other students. A pupil will be removed from a classroom and supervised elsewhere when, in the judgment of the teacher, the student is interfering with the teaching/learning situation. At the time of removal, the teacher may request a conference to be held between the teacher, the parent, and the principal.

### **DISRUPTIVE BEHAVIOR**

Disrupting behavior is failing to follow classroom rules and/or disrupting the educational environment. Disruptive behavior will result in disciplinary action.

## **DRESS CODE**

Students at Alva Independent Schools are expected to dress appropriately, be neatly groomed and shoes must be worn for the school setting. Clothing, accessories, or hairstyles that in the judgment of the principal create a foreseeable disruption to the educational environment or create a risk of health or safety to any person are prohibited at school or any school related activity. Disallowed clothing, jewelry, and accessories include, but are not limited to:

1. Clothing that reveals the midriff or inappropriately exposes other areas of the body (including legs) or undergarments. No spaghetti straps.
2. Clothing and/or athletic uniforms worn in a manner which is revealing, disruptive, or inappropriate for the school setting.
3. Caps/hats (indoors).
4. Skin illustrations or hair styles that promote directly or indirectly alcohol, chemical abuse, tobacco, and criminal behavior.
5. Gang colors or symbols including but not limited to:
  - a. "Sagging" or "baggy" pants, sunglasses and wallet chains
  - b. Inappropriate moral conduct; nudity (partial or whole)
  - c. Obscenity; profanity; any form of violence, weapons, lettering or numerical figures that are profane or repulsive.

Students wearing athletic shoes with pop-down rollers to school will check them in at the office immediately upon their arrival to school. Elementary students are **not** to bring them to school. A student may be sent home to change before returning to school. A student who chooses not to comply will be subject to further disciplinary action from school officials. All final decisions about dress will be made by the principal.

## **ELECTRONIC DEVICES/NUISANCE ITEMS**

Electronic devices such as mp3 players, CD players, lasers, video games, water guns and cards are prohibited at school or school activities (excluding vehicles) without prior approval by the principal or sponsor. This is a violation of State Law, Section, 488. A student may possess an electronic paging device upon the prior consent of both a parent/guardian and the principal or superintendent upon showing medical necessity or other appropriate circumstances (70.O.S. 24-101.1)

## **EXTORTION**

Extortion is the taking of money/property by anyone who uses threats, or other illegal use of fear or coercion in order to obtain money/property, and conduct that falls short of the threat to personal safety required for robbery. Students found guilty of extortion shall be subject to further disciplinary action from school officials and/or legal authorities notified.

### **FAILURE OR REFUSAL TO SERVE ASSIGNED DISCIPLINE**

If a student fails to serve the discipline assigned due to circumstances genuinely beyond the student's control, the student must make up the discipline; otherwise, if a student fails to serve the detention, it will be doubled. If a student refuses to serve the discipline, the student will receive out-of-school suspension. Upon returning from the suspension, the student must serve the original discipline.

### **FIGHTING**

Any fighting during the school day may result in an in-school detention or an out-of-school suspension. Other occurrences may mean a suspension of up to one semester. If, in the administrator's judgment, the student may pose a threat to himself or others, he/she will be immediately removed from school.

### **GANG ACTIVITIES AND SECRET SOCIETIES**

Gangs, satanic cults, and other secret societies are prohibited. Any behavior that promotes gang activity is strictly prohibited. Definition: For the purposes of this policy, a "gang" is any group of two (2) or more persons whose purposes include the encouragement, support, or commission of illegal acts or acts in violation of disciplinary rules of the Alva Independent Schools.

### **GRIEVANCE PROCEDURE FOR STUDENTS AND PARENTS**

- (1) If the issue involves a teacher, the student or parent will address the issue with the teacher. If the issue is not resolved, the issue will be brought before the principal.
- (2) If the issue involves another student or other school personnel, the parties will address the issue with the principal.
- (3) If the issue is not resolved, the parties will bring the issue before the superintendent.
- (4) If the issue is not resolved, the parties may file for a hearing with the board of education through the office of the superintendent at least seven (7) days prior to the next scheduled board meeting. The decision of the board is final.

### **LIBEL**

Libel is a written, false and unprivileged statement about a specific individual which tends to harm an individual's reputation. Libelous actions will result in disciplinary action.

### **LITTERING**

Students are expected to show pride in Alva Independent Schools and be good neighbors around our campuses. Students are expected to place their trash in the appropriate containers both inside and outside the building. Students who litter will be subject to disciplinary action.

### **MISINFORMATION**

Misinformation is willfully giving misinformation by commission (lying) or omission (misinforming by remaining silent) and will result in disciplinary action.

### **OBSCENITY/PROFANITY**

Obscene material including, but not limited to: illustrations (drawings, paintings, photographs), oral or written materials (books, letters, poems, notes, tapes, CDs, videos), which are commercially or student produced are prohibited. Students may not use obscene or profane language or gestures including but not limited to: symbols (verbal or written), while at school or at all school sponsored activities. Students who use obscene language in their everyday conversation may be assigned to ISS and/or swats for the first offense. Other infractions may result in OSS. Students who use inappropriate language or gestures directly toward a teacher will be suspended out-of-school up to ten (10) days or possibly the remainder of the semester.

### **PRINTED MATERIAL**

All printed or written materials, signs or posters, not posted by the Alva Independent Schools, must have approval of the superintendent. Failure to obtain proper clearance may result in disciplinary action.

### **PUBLIC DISPLAY OF AFFECTION (PDA)**

Inappropriate physical contact including, but not limited to, intimate touching, kissing at school or school-sponsored activities is prohibited. Students in violation of this policy will be disciplined.

### **SEARCH OF SCHOOL PROPERTY**

All school property such as locker, desks, and books, assigned to students is the property of Alva Independent Schools. The student will be given a temporary right to use property, and this right may be revoked at any time. School property will not be used to store materials or objects that are in violation of school rules. The school principal or designee may authorize the search of school property temporarily assigned to a specific student without the permission of the student or the presence of the student. Students have no expectation of privacy as to lockers, desks, or other school property temporarily assigned for their personal use. School personnel may remove from lockers or desks any articles that are prohibited at school or could be used to interfere with or disrupt the educational process.

### **SEARCH OF STUDENT'S PERSON**

The superintendent, principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property (including personal vehicles) in the possession of the pupil when said pupil is on any school premises or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for contraband, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, electronic paging devices or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or the school during activities. The search of a person shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable. No student shall be strip-searched. Contraband and other property unauthorized to be on school property or school sponsored activities will be seized for evidentiary purposes in a school hearing and/or legal hearing.

### **STEALING, DESTROYING OR DEFACTING SCHOOL PROPERTY OR PERSONAL PROPERTY AT SCHOOL**

No person may steal, deface, or destroy another person's property or public property during school or going to or from school, school-sponsored, or authorized activities, functions or events. This behavior shall not be tolerated and will be subject to, but not limited to, ISS, OSS, and/or restitution. Every effort will be made to work with parents to have those responsible make restitution to the school or person either in cash payment to the district treasurer or person or by work arrangements with the site principal. (OK 23 ss 10) (Section 1037 School Laws of Oklahoma)

### **Policy Prohibiting Racial Discrimination and Harassment**

It is the policy of the Alva Public Schools that racial discrimination and harassment constitute unethical and unacceptable conduct that will not be tolerated at any level. All students and employees are strictly prohibited from engaging in any form of racial discrimination or harassment directed towards an employee, student, vendor, or applicant for employment, and anyone in such conduct is subject to disciplinary action in accordance with District policy. All staff members and students of the District are to respect this policy, abide by this policy and are expected to enforce this policy by seeking

to eliminate any and all types of racial harassment. All District employees have an obligation to respond to complaints of student-on-student harassment, including but not limited to complaints about harassment by non-District students. Staff members will report suspected violations of this policy and incidents of racial discrimination or harassment to the Site Principal and/or the Superintendent and assist in the elimination of racial harassment in any and all of the District's schools.

Racial discrimination and harassment includes but is not limited to verbal or physical contact, epithets, slurs, gestures, or graffiti, even in jest, that are targeted toward an individual because of their race. Individuals bring different levels of sensitivity to interaction. What may seem harmless, trivial, or "all in good fun" to one person may be extremely offensive to the person to whom the comments or actions are directed.

Any person believing that he or she has been the subject of racial discrimination or harassment (whether by a student, District employee, non-District student or other individual) should immediately report the incident in writing to a teacher, site principal, or the Superintendent. Any individual who reports racial discrimination or harassment will not be retaliated against for making such report. Complaints will be handled as quickly, confidentially and fairly as possible.

The person receiving the written report shall immediately report the incident to the Superintendent. The Superintendent shall designate a principal to conduct an initial investigation, provided that the Superintendent may conduct the investigation in the event he or she determines that to be appropriate. Within ten (10) days of the completion of the investigation, the Superintendent shall advise the complainant in writing of his or her findings and the disposition of the complaint.

Any person having questions regarding (1) racial discrimination or harassment, or (2) the District's process for reporting or addressing racial discrimination or harassment should contact the Superintendent either by phone or mail at: Superintendent, Alva Public Schools, 418 Flynn Street, Alva, OK 73717; (580)327-4823.

### **ADDITIONAL BOARD POLICIES**

Including, Sexual Harassment, Harassment and Hazing, Alcohol/Chemical Abuse, Tobacco Use, Assault and Battery, Bullying, Dangerous Weapons, Child Abuse, Interrogations of Students, plus the Grievance Procedures pertaining to each may be found on the District Web Site at <http://www.alvaschools.com/staff/policies.htm>

### **CLOSING SCHOOL (BAD WEATHER DAYS)**

Announcements regarding school closings and delayed opening times due to inclement weather will be made on local radio, TV stations and the Alert NOW phone system. Be sure to update phone numbers at the office in order to receive these messages. Dress appropriately for cold weather. Students will go outside for recess unless windchill is below 20 degrees.

## **CUSTODIAL PARENTS/NON-CUSTODIAL PARENTS**

The school has a legal obligation to provide custodial parents/non-custodial parents with student information upon request. Judicial documents restraining one parent or another from removing a student from school or having access to student records must be on file in the school office. If a student does not live with a parent who has custodial rights, an affidavit must be on file that explains where the child lives and what to do in case of an emergency.

## **EMERGENCY DRILLS**

Fire signal: intermittent bell and flashing lights.

Storm signal: Series of short bells.

Intruder Lockdown: Signaled over Intercom (+ 2 quick bells for students outside)

## **ENROLLMENT REQUIREMENTS**

To gain admission to Alva Independent Schools, a student must be a legal resident of the district or a legal transfer. The student must be residing with the student's parent(s) or legal guardian and be willing to abide by the rules and guidelines of the school as maintained by the Alva Board of Education. **A birth certificate and record of immunization are required** for each student entering school. The minimum chronological age for children starting the four-year-old program is four years of age, on or before September first, of that year and students starting kindergarten must be five years of age on or before September first of that year.

## **FUND RAISING EVENTS**

The board of education is charged by law to approve all fund raising efforts by school groups.

## **INSURANCE**

Alva Independent School system does not furnish insurance to cover accidents students might incur while attending school, school functions, and during practice or athletic competition. Insuring the students is the parents' responsibility. Insurance forms are available in the school office at the beginning of school.

## **LOCKERS/DESKS**

Lockers/desks will be assigned at the beginning of school. Students will be expected to use the lockers/desks assigned to them and to keep them neat and clean at all times.

The uses of tape and/or stickers are not allowed on lockers/desks. Students leave articles of value in lockers/desks at their own risk. Students are responsible for anything found in or stolen from their lockers/desks.

### **MEDIA CENTER**

Library procedures and policy are under the direction of the librarian/assistant. Fees or fines will be assessed for damaged, lost, and overdue books and materials. Students may be liable for destroying or failure to return library materials. (21 O.S. 1739)

### **MINUTE OF SILENCE LAW SENATE BILL 815**

This law requires all school sites within the district to observe approximately one minute of silence each day. The Alva BOE requires that the staff in charge of daily school announcements read “As we begin (or end) another day, let us pause for a moment of silence to reflect, meditate, pray or engage in other silent activity.”

### **SAFE CALL**

Safe call is a toll-free anonymous hotline number. The call is free and one’s name is never asked. 1-877-safecall ext. ok1 (877-723-3225 ext. 651)

### **TELEPHONE USE AT SCHOOL**

Students may only use the telephone with the permission of the principal or designee for necessary, school-related business. Phone messages will be delivered to students at the appropriate time.

### **TEXTBOOKS**

Textbooks are furnished by the state or school district. All students are responsible for damage or loss of books. Students will be expected to pay for the damage that is done to books outside of normal wear and tear.

### **VISITORS**

All visitors are asked to report to the office upon arrival at school. Visitors will sign the visitors’ log and be given a visitors’ badge to wear as identification. If, in the judgment of the school principal, the visitation is inappropriate, the visitor(s) will be asked to leave. Student visitors or younger relatives will not be permitted at any time. One-day advance notice will be required for parents wishing to eat lunch at school. Visitors are not

to loiter on school grounds. Visitors may be denied permission to visit school property for specific reasons as determined by the principal.

## **INTERNET**

### **USE OF THE WIDE AREA NETWORK & OTHER TECHNOLOGICAL RESOURCES**

The Board of Education provides the wide area network, local area networks, internet access, and other technological resources for the purpose of supporting and enhancing learning and teaching. The board recognizes that guidelines must be established to assume that these technologies are used to provide activities that are appropriate to the learning environment. Some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive. The board cannot guarantee that a student will not encounter questionable material on the Internet.

The District Internet Policy can be found on the District Web Site at <http://www.alvaschools.com/staff/policies.htm>

## **SPECIAL EDUCATION**

Students with disabilities who are residents of Oklahoma have available to them a free appropriate public education as mandated by the Individuals with Disabilities Education Act (IDEA), P.L. 101-475. Schools have a comprehensive child identification district plan to identify, locate and evaluate those children with disabilities, birth through 21 years of age, who are in need of special education and related services.

## **GRADES**

Report cards are issued each semester and progress reports at mid-term . The following grading scale is used in grades 2 –12.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

All grades will be rounded up: Example: 89.50 = 90.00

Satisfactory (S), Unsatisfactory (U), and Needs Improvement (N) are used in Kindergarten.

### **HOMEWORK**

Student homework assignments may be given per the teacher's classroom policy. Students will be allowed a minimum of a "day-for-a day" to turn in homework when the student has been absent from school with permission. (i.e. A student who is absent for two school days due to an absence has two school days to turn in assignments for the classes missed.)

### **EARLY INTERVENTION**

Tutoring will be provided through the Early Intervention Program throughout the day on an "as-needed" basis.

### **HOME SCHOOLED AND NON-ACCREDITED SCHOOL ENTRY POLICY**

Pupils entering Alva Independent Schools from a secondary school not accredited by the State Department of Education or home schooled may be administered a comprehensive evaluation in the core subject areas and may be placed according to their level of mastery by the State Department of Education's Priority Academic Student Skills. All assessments shall be administered by the Alva Independent School District, and the results shall be kept on file for one year.

- (1) In order to enroll in courses that have a prerequisite, a student must pass a comprehensive evaluation.
- (2) Proficiency must be demonstrated by comprehensive evaluation on courses required.
- (3) Comprehensive evaluation will only be given for core curriculum courses.
- (4) Comprehensive evaluation results will be posted on individual students' records.

### **PARENT/TEACHER CONFERENCES**

Parent/Teacher conferences will be held at the end of the first and third nine-weeks periods. Progress Reports will be given out at that time. Parents are encouraged to contact the school at any time if they have any questions or concerns.

**STUDENT RECORDS-FAMILY EDUCATION RIGHTS & PRIVACY ACT**  
**(FERPA)**

This Federal Law and School board policy as it pertains to your student's information is published each year before school starts and is given out at enrollment. It may also be accessed online at <http://www.alvaschools.com/staff/policies.htm>

**WITHDRAWAL FROM SCHOOL**

Students withdrawing from Alva Independent School to attend school in another district are requested to follow check-out procedures at their school site. Textbooks, library books, equipment and uniforms must be returned and all lunch fees and other fines paid upon check-out. Upon receiving a request from the receiving district all records will be transferred.

**HEALTH SERVICES**

Students' health problems will be handled through the students' teacher and the office. Each student must have an emergency number on file in the office. Parents should counsel with school officials about individual problems.

**IMMUNIZATIONS**

Overview of Immunization Requirements:

You may contact the Woods County Health Department (327-3192) or personal health provider for the immunizations required. The vaccinations are given at the health department each Wednesday free of charge. The Oklahoma State Department of Education Certificate of Exemption must be completed for exemptions due to medical, religious or personal reasons your child cannot take the required vaccinations. If your child has already received the vaccine, please send a copy of his/her immunization record to the school office. (70 O.S. 1-116.2)

**MEDICATION**

Parents must sign a release form for school officials to dispense medication to students. All medications (prescription and non-prescription) will be kept in the school office. (70 O.S.1-116.2) **Prescription medications must be in a pharmacy container and properly labeled by a pharmacist** with the following information provided:

- (1) Name of student
- (2) Current date
- (3) Name of drug
- (4) Dosage
- (5) Time to be administered
- (6) Physician's name
- (7) Pharmacy name and telephone number

- (8) Whether the child has asthma or other disabilities which may require immediate dispensation of medicine.

A student is permitted to self-administer asthma medication pursuant to the policy for

### **Self-Administration of Asthma Medication or Anaphylaxis Medication**

In accordance with SB 343 of the 2003 legislative session and HB 2239 of the 2008 legislative session, it shall be the policy of Alva Independent School District I-001 that under certain conditions a student may be allowed to possess and self-administer asthma medication or anaphylaxis medication (including but not limited to Epinephrine Injectors prescribed by a physician and having an individual label). The policy shall require:

1. The parent or guardian of the student to authorize in writing the student's self-administration of medication;
2. The parent or guardian of the student to provide to the school a written statement from the physician treating the student that the student has asthma or anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of medication;
3. The parent or guardian of the student to provide to the school an emergency supply of the student's medication to be administered pursuant to the provisions of Section 1-116.2 of Title 70 of the Oklahoma Statutes;
4. The school district to inform the parent or guardian of the student, in writing, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student; and
5. The parent or guardian of the student to sign a statement acknowledging that the school district shall incur no liability as a result of any injury arising from the self-administration of medication by the student.

As used in this section:

1. "Medication" means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine injectors, prescribed by a physician and having an individual label; and
2. "Self-administration" means a student's use of medication pursuant to prescription or written direction from a physician.

The permission for self-administration of asthma medication or anaphylaxis medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the requirements of this section.

A student who is permitted to self-administer asthma medication pursuant to this policy shall be permitted to possess and use a prescribed inhaler or anaphylaxis medication, including but not limited to an Epinephrine injector, at all times.

Non-prescription medication must be presented to the office in the original container with proper company label and contain the name of the drug and directions for administering. ALL MEDICATIONS MUST BE REGISTERED.

## **TRANSPORTATION**

### **SCHOOL BUSES**

Riding the school bus or any school vehicle is a privilege and an extension of the classroom. (O.S. Article IX 9-101) Students shall observe the same conduct on a school bus or any school vehicle as is expected in the classroom. A student may be removed by the principal/designee from riding the bus for behavioral reasons including, but not limited to, the following:

- (1) Disrespect to the bus driver
- (2) Putting any part of the body out of the bus windows
- (3) Loud talking or unnecessary confusion
- (4) Throwing objects in or off the bus
- (5) Destruction of school property
- (6) Offensive/vulgar language or gestures
- (7) Unlocking emergency door except at direction of bus driver
- (8) Leaving seat while bus is in motion
- (9) Indecent behavior
- (10) Drinking, eating or using tobacco
- (11) Fighting
- (12) Spitting in the bus
- (13) Littering
- (14) Feet and hands in the aisles and not properly facing the front
- (15) Failure to follow all drug, alcohol, tobacco, and weapons policies

Parents should contact the school site with concerns or problems that may arise with students riding the bus.

### **ACTIVITY BUS**

Any student who rides to an event of a school will also return home on the bus unless the sponsor has a written or personal permission from the parents for the student to return home by some other means.

## **BICYCLES**

Bicycles must be parked in the racks provided immediately upon students' arrival at school. Students will not be permitted to ride them at any time during the school day.

## **COMMUNICABLE DISEASES**

Numerous communicable diseases may affect a school-age population and/or school staff. Some of these have a high degree of communicability. Some are life threatening in nature. Some are both.

For the rules and regulations concerning communicable diseases go to

<http://www.alvaschools.com/staff/policies.htm>

## **BLOODBORNE PATHOGENS**

Alva Independent Schools adheres to all regulations concerning blood borne pathogens. These Regulations may also be found at

<http://www.alvaschools.com/staff/policies.htm>

## **ASBESTOS POLICY**

The Asbestos Hazard Emergency Response Act of 1986 requires that all buildings in our school be inspected for asbestos and a management plan be written to document compliance. A copy of the plan for your child's school is available at the principal's office. Any asbestos related activities will be announced through the local paper and/or written notification to all required individuals. (This complies with 763.93 (g)(4) and 763.93 (e) (10) of the AHERA standards.)

## **LANGUAGE OTHER THAN ENGLISH**

Each student's cultural heritage will be respected, and in appreciation for diverse backgrounds, will be encouraged in the school setting. Classroom instructions will be given in English, and the student's response is expected in English with the obvious exception of foreign language classes. If a student is having difficulty with the spoken English language and needs concept clarification in his/her native language, the effort will be made to find help within the school or among parent volunteers.

A Special Note to Parents:

This handbook was written so that you will know the rules that govern Alva Independent Schools. Parents and students should review the handbook together so there are no surprises when a problem arises at school.

Please read the handbook, sign the bottom of the page, and have your child return it to his/her homeroom teacher. We will keep these signatures as a record that you are aware of our policies and regulations. If you have concerns, please visit with your building principal. We look forward to working with you and your student.

.....

Student Name \_\_\_\_\_

I have reviewed this handbook with my child.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

It is the policy of the Alva Independent School District #001 to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap or veteran status.